26 November 1980

MEMORANDUM FOR: C/AS/RMS

STAT FROM: ☐
                          EA/PAO

SUBJECT: Sensitive Document Control Procedures

REFERENCES: (A) DDCI Memorandum (ER 79-1309/1), dated 14 May 1979, Subject: Review of Sensitive Document Control and Accountability Measures (ER-78-2534/1)

                       (B) D/DCI/RM Memorandum, Subject: Sensitive Document Control and Accountability Measures (DCI/RM-79-2915)

                       (C) Intelligence Community Staff Announcement, dated 31 July 1980, Subject: as above

                       (D) D/IRO Memorandum, dated 19 June 1980, Subject: Dissemination of the Baseline ELINT Data Flow-Review 2.

1. Reference A indicated that the "Sensitive Document Control Program" established in September of 1978 should be considered a "permanent" feature of our document control procedures. With respect to accountability, Reference A provided that "each document within a 'Sensitive Document' collection will be assigned from an accountability standpoint to a specific named employee so that personal accountability operates to the maximum extent possible."

2. Reference B described the RMS procedures which have been established to control and account for "sensitive documents". With respect to accountability, Reference B provided that the document control officers have:

o   "complete responsibility" for sensitive documents;

o   "explicit responsibility" for the sensitive documents contained in specifically designated safes;

o   the responsibility for issuing a "control receipt" whenever someone removes a sensitive document from the designated safes.

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3. Reference C outlines the RMS procedures for controlling sensitive documents. It says nothing about "accountability" for documents.

4. Reference D was the first document that PAO received that was pre-marked as follows:

o   "SENSITIVE DOCUMENT"

o   "ENCLOSED IS INFORMATION WHICH IF COMPROMISED WOULD HAVE AN EXTRAORDINARY ADVERSE IMPACT ON NATIONAL SECURITY OR WOULD BE A MAJOR LOSS OF SENSITVE INTELLIGENCE. PERSONAL ACCOUNTABILITY IS REQUIRED."

4. Purpose of this memorandum is to obtain answers to the following questions.

a.   What is the meaning of "personal accountability" in an RMS context?

b.   What do the words "explicit responsibility" mean in Reference B?

c.   What type of "control receipt" is being referred to in Reference B?

d.   What do we mean when we indicate that a document contains "information which if compromised would have an extraordinary adverse impact on national security or would be a major loss of sensitive intelligence"? How does that statement relate to the statutory definitions of TOP SECRET ("exceptionally grave damage") and SECRET ("serious damage")?

e.   What does the statement which reads "personal accountability is required" mean in an operational sense? Does it mean that [   ] **STAT** is "personally" responsible for copy 24 of Reference D and that [   ] **STAT** [   ] is personally responsible for copy 23? **STAT**

f.   When does CIA intend to incorporate the procedures for controlling "sensitive" documents into existing security regulations (Chapter VI of [   ])? **STAT**

g.   What provisions have been made for alerting other Community elements to what the new markings mean and how documents that are so marked should be handled?

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    h.   Must all TOP SECRET collateral documents be handled as sensitive documents as indicated in paragraph 3 of Reference C?

    5. To the best of my knowledge, the following statements are representative of the way we are operating in RMS:

    a.   No one is "personally responsible" for a sensitive document.

    b.   We do not use "control receipts" to account for the whereabouts of a sensitive document within an individual office.

    6. It should also be noted that there really is no statutory basis for the use of the term "sensitive documents". In fact, para 12a(2) of [   ] STAT provides that "terms such as 'sensitive' may not be used in conjunction with classification designations..."

    7. Although this memorandum could be viewed as argumentative, that is not my purpose. My intent is simply to clarify what the basic responsibilities are for administering the "sensitive document" control program.

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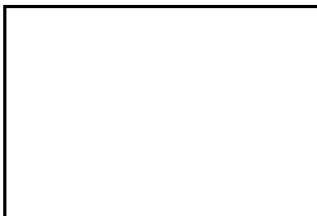
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